



# CITY OF HOUSTON

## Job Posting

AP

<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
<i>Job Classification</i>	P.W. MAINTENANCE SECTION CHIEF
<i>Posting Number</i>	PN# 110683
<i>Department</i>	Public Works & Engineering Department
<i>Division</i>	Public Utilities Division
<i>Section</i>	Utility Maintenance Branch
<i>Reporting Location</i>	611 Walker*
<i>Workdays &amp; Hours</i>	Rotating Days/Shifts*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Directs and coordinates activities of workers within the Public Utilities Division. Monitors work assignments for accuracy and adherence to pertinent legal, technical, contractual and procedural guidelines. Responds to citizens' complaints and inquiries; gives technical or procedural advice to personnel concerning special or unique problems; interprets policy, procedure and legal requirements for employees and citizens. Compiles reports and maintains records of services rendered, clients served, procedures completed. Maintains files on fiscal and legally mandated matters and reports compliance with/or progress toward division and/or branch performance measures. Coordinates activities within section, other sections and divisions of the department, and cooperates with interested agencies or committees. Maintains current knowledge of technological advances, changes in statutes and impact of long range planning objectives. Analyzes methods and operations and recommends improvements. Represents the section at legal proceedings, committees and before agencies. Makes recommendations for capital facilities. Completes performance appraisals, recommends disciplinary and/or performance counseling as appropriate; ensures consistent application of personnel policies and procedures.

**WORKING CONDITIONS**

This position is physically comfortable, the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or GED.

**MINIMUM EXPERIENCE REQUIREMENTS**

Five (5) years of experience closely related to the activities of the section are required.

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Class C driver's license and compliance with the City of Houston's policy on driving (AP2-2).

**PREFERENCES**

Preference will be given to applicants with knowledge of shoring and excavation, Street Cut Permits, knowledge in the Infrastructure Management System (IMS) or other work order system and Microsoft Office Applications. Preference will be given to applicants with a Collection III license or Distribution B license or the ability to acquire license within 1 year of Hire/Promotion.

**SELECTION/SKILLS TESTS REQUIRED** None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<b><u>Salary Range - Pay Grade 22</u></b>	
\$1,277 - \$1,833 Biweekly	\$33,202 - \$47,658 Annually

**OPENING DATE** May 24, 2006

**CLOSING DATE** June 6, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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